

## RECORD OF PUBLIC BID OPENING

**Requisition #:** K-029300  
**Project:** Carpet Cleaning / ITD Headquarters & Associated Buildings  
**Bid Closing Date:** 12/9/08 @ 5:00 PM  
**Bid Open Date:** 12/10/08 @ 11:00 AM

**STATUS – UNDER EVALUATION**  
**APPARENT LOW: American Cleaning Service Co Inc**

<u>BIDDER</u>	<u>UOM</u>	<u>DESCRIPTION</u>	<u>TOTAL AMOUNT BID</u>
CONTRACT FLOORS INC	Hourly Rate	Carpet Cleaning	\$ <u>23,800.00</u>

<u>BIDDER</u>	<u>UOM</u>	<u>DESCRIPTION</u>	<u>TOTAL AMOUNT BID</u>
ABM JANITORIAL	Hourly Rate	Carpet Cleaning	\$ __26,500.00__

<u>BIDDER</u>	<u>UOM</u>	<u>DESCRIPTION</u>	<u>TOTAL AMOUNT BID</u>
SELWAY INDUSTRIAL SERVICES	Hourly Rate	Carpet Cleaning	\$ <u>19,973.00</u>

<u>BIDDER</u>	<u>UOM</u>	<u>DESCRIPTION</u>	<u>TOTAL AMOUNT BID</u>
WESTERN BUILDING MTCE	Hourly Rate	Carpet Cleaning	\$ <u>30,700.00</u>

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**STATUS – UNDER EVALUATION**  
**APPARENT LOW: American Cleaning Service Co Inc**

<u>BIDDER</u>	<u>UOM</u>	<u>DESCRIPTION</u>	<u>TOTAL AMOUNT BID</u>
AMERICAN CLEANING SERV CO INC	Hourly Rate	Carpet Cleaning	\$ 12,900.00

<u>BIDDER</u>	<u>UOM</u>	<u>DESCRIPTION</u>	<u>TOTAL AMOUNT BID</u>
	Hourly Rate	Carpet Cleaning	\$

<u>BIDDER</u>	<u>UOM</u>	<u>DESCRIPTION</u>	<u>TOTAL AMOUNT BID</u>
	Hourly Rate	Carpet Cleaning	\$

<u>BIDDER</u>	<u>UOM</u>	<u>DESCRIPTION</u>	<u>TOTAL AMOUNT BID</u>
	Hourly Rate	Carpet Cleaning	\$

**AMENDMENT #1**

**CARPET CLEANING  
ITD Headquarters Complex and Associated Buildings**

November 24, 2008

ITB Requisition #: K-029300

Contractor-Business Name: \_\_\_\_\_

The attached requirement was omitted from the ITB K-029300 Carpet Cleaning at ITD Headquarters Complex and Associated Buildings. This page and the attached Contractor's Affidavit must be included with your bid documentation. Failure to submit this documentation will find your bid non-responsive.

**This page MUST BE SIGNED, DATED AND RETURNED with your BID DOCUMENTS**

**I acknowledge receipt of this Addendum and its contents.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CONTRACTOR'S AFFIDAVIT**

***CONCERNING ALCOHOL AND DRUG-FREE WORKPLACE***

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The undersigned being duly sworn upon oath, deposes and says that \_\_\_\_\_  
(Contractor Name)

\_\_\_\_\_ complies with the provisions of Section 72-1717 Idaho

Code (Drug Free Workplace program); that \_\_\_\_\_ provides a  
(Contractor Name)

Drug-free workplace program that complies with the provisions of Idaho Code, title 72,

Chapter 17 and will maintain such program throughout the life of a state construction contract

and that \_\_\_\_\_ shall subcontract work only to subcontractors meeting  
(Contractor Name)

the requirements of Idaho Code, section 72-1717(1)(a).

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Address

\_\_\_\_\_  
City and State

By: \_\_\_\_\_  
(Signature)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

Commission expires:

\_\_\_\_\_  
NOTARY PUBLIC, residing at

\_\_\_\_\_

\_\_\_\_\_

**THIS PAGE MUST BE RETURNED WITH YOUR BID DOCUMENTS**

**IDAHO TRANSPORTATION DEPARTMENT (ITD)**  
**INVITATION TO BID**

**Carpet Cleaning Services**  
**ITD Headquarters (Boise) Complex and Associated Buildings**

November 19, 2008

**Physical Address**

Idaho Transportation Department  
Business and Support Management Purchasing Unit  
3311 West State Street  
Boise, Idaho 83703

**REQUISITION #: K-029300**

**ALL Sealed Bids must be received by 5:00 pm on DECEMBER 9, 2008. ALL Sealed bids will be opened at 11:00 am on December 10, 2008;** at Business and Support Management Purchasing Unit, located at 3311 West State Street in Boise. The scope of work on this project consists of furnishing all materials, product(s), equipment and labor, as required to perform: **CARPET CLEANING SERVICES** at the Idaho Transportation Department (ITD) Boise Headquarters complex and associated buildings, as described per specifications.

Prospective bidders can arrange a *site visit* by contacting **Greg Larsen** at 208.334.8019. The *site visit* is not mandatory but strongly suggested.

Contact **Evey McAdams**, Contract Program Specialist, for clarification of bid requirements at 208.334.8084.

**All Questions** relating to bid specifications must be fax to: (208) 332-4109

**FOR BID: UPDATES, ADDENDUMS, BID RESULTS, OR PLAN HOLDERS LIST go to:**  
**<http://itd.idaho.gov> "Doing Business with ITD"**

**RETURN BID DOCUMENTS IN A SEALED ENVELOPE CLEARLY MARKED AS SHOWN BELOW:**

<b>Business Name:</b> _____ <b>Requisition Number:</b> K-029300 <b>Bid CLOSE Date:</b> December 9, 2008 @ 5:00 PM <b>Bid OPEN Date:</b> December 10, 2008 @ 11:00 AM <b>PROJECT:</b> Carpet Cleaning Service ITD Headquarters (Boise) Complex and Associated Buildings
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**Mailing Address**

Idaho Transportation Department  
Business & Support Management Purchasing Unit  
P.O. Box 7129  
Boise, Idaho 83707-1129

**IDAHO TRANSPORTATION DEPARTMENT (ITD)  
INVITATION TO BID (ITB)**

**CARPET CLEANING SERVICE  
ITD HEADQUARTERS (BOISE) COMPLEX AND ASSOCIATED BUILDINGS**

**TABLE OF CONTENTS**

**I. SCOPE OF WORK**

1.	DESCRIPTION OF WORK .....	1
2.	AWARD .....	1
3.	COORDINATION AND CONTROL .....	1
4.	COORDINATION AND CONTROL .....	1
5.	SPECIAL REQUIREMENTS .....	1

**II. BID GUIDELINES**

1.	PERFORMANCE .....	3
2.	BIDDING REQUIREMENTS AND CONDITIONS .....	3
3.	IRREGULAR BIDS .....	3
4.	DISQUALIFICATION OF BIDDERS .....	4
5.	BID GUARANTY (BID BOND) .....	4
6.	RETURN OF BID GUARANTY (BID BOND) .....	4
7.	SURETY BOND REQUIREMENTS (PERFORMANCE/PAYMENT BONDS) .....	4
8.	CONSIDERATION OF BID .....	5
9.	BIDDER CHALLENGE TO DEPARTMENT DETERMINATION .....	5
10.	EXECUTION / AWARD OF THE CONTRACT .....	5
11.	FAILURE TO EXECUTE CONTRACT .....	6

**III. TERMS AND CONDITIONS**

1.	STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION .....	7
2.	CONTRACT ADMINISTRATION .....	7
3.	CONTRACT AWARD .....	7
4.	CONTRACT TERM .....	7
5.	PAYMENT REQUIREMENTS .....	7
6.	CHANGES .....	7
7.	CLAIMS FOR ADJUSTMENT AND DISPUTES .....	7
8.	FORCE MAJEURE .....	8
9.	COMPLIANCE .....	8
10.	TERMINATION .....	8
11.	INDEMNIFICATION .....	8
12.	ILLEGAL ALIENS .....	9
13.	INSURANCE REQUIREMENTS .....	9

**ATTACHMENTS**

Fax Back  
Bid Schedule  
Bidder's Responsibility Page  
Signature Page  
List of Prospective Bidders

## INVITATION TO BID (ITB)

### CARPET CLEANING SERVICE ITD HEADQUARTERS (BOISE) COMPLEX AND ASSOCIATED BUILDINGS

#### I. SCOPE OF WORK

##### 1. DESCRIPTION OF WORK

The work of this contract is intended to provide the Idaho Transportation Department (ITD) (owner) with available technicians (Contractor) to perform Carpet Cleaning Service at the ITD Boise Headquarters Complex and associated buildings.

The buildings in this service agreement have been constructed and maintained under applicable code requirements. The Contractor will maintain the integrity of the buildings as it applies to these code requirements.

The Contractor shall be properly licensed and shall have sufficient personnel and equipment to perform the work as described in this ITB.

##### 2. AWARD

This service agreement contract shall be awarded to the lowest responsive responsible bidder as meeting all requirements contained in this ITB.

##### 3. COORDINATION AND CONTROL

All work shall be performed Monday through Friday after normal business hours beginning at 6:00 p.m., or at the discretion of Departments' contract Administrator Greg Larsen.

##### 4. WORK SCHEDULE / COMPLETION TIME

The Contract Administrator and Contractor shall schedule monthly dates and times to clean the carpet with-in each area of ITD Headquarters and associated buildings, using the Hot Water Extraction method.

Should the Contractor fail to complete the scheduled monthly carpet cleaning, the Contractor shall notify the Department Administrator no later than 8:00 a.m., the following day. The Contractor shall reschedule to complete the unfinished area(s), with sufficient personnel, within 24 hours.

##### 5. SPECIAL REQUIREMENTS

###### Hot Water Extraction

This method shall include a four-step cleaning process:

- 1) Pre-vacuuming carpeted area.
- 2) Pre-spraying the carpet with cleaning solution.
- 3) Agitation or scrubbing.
- 4) Neutralizing rinse and extraction of chemicals and dirt from carpet.

After this is completed and there is ***no more soil wicking*** back through [the carpet]; which may take several extractions, a treatment using a Teflon protector shall be applied. The Teflon protector shall be applied to each carpeted area cleaned, once a year.

### **Low Moisture**

At the discretion of the Contract Administrator, the Low Moisture method can be used during the next scheduled cleaning of each area. The *Hot Water Extraction* method shall be repeated, using the four-step process if so deemed by the Contract Administrator.

This cleaning method shall include a four-step process:

- 1) Pre-vacuuming carpeted area.
- 2) Pre-spraying the carpet with cleaning solution.
- 3) Agitation or scrubbing.
- 4) Cleanup

**All** carpeted entrance and exit areas, not less than 20 feet into ALL buildings, must be Hot Water Extracted each month.

**NOTE: A bonnet shall not be used on carpet tiled areas at any time.**



## **I. BID GUIDELINES**

### **1. PERFORMANCE**

Submission of a bid by any Contractor shall be accepted as prima facie evidence that they have satisfied themselves as to the nature and location of the work and all other matters, which can in any way affect the work or cost thereof under the contract. Any failure of the Contractor to acquaint them with all available information, including a physical survey of the site of the proposed work, shall not relieve them from successfully performing all the work required.

Oral explanations, instructions and interpretations given to bidders prior to award of contract will not be binding. It is the Department's intent to provide all bidders equal opportunity to access and acquire all available pertinent information necessary to formulate a responsive bid. Any information, specifications, plans, data or interpretations which the Department discovers is lacking and may be important to all bidders will be furnished to all bidders in the form of an addendum, the receipt of which shall be acknowledged.

### **2. BIDDING REQUIREMENTS AND CONDITIONS**

Sealed Bids will be received at the time and place stated on the Signature Page. Timely receipt of Bids will be determined by the date and time the Bid is received at the address specified. Hand delivery is encouraged to ensure timely receipt. No Bid will be accepted after the time indicated. All material that is submitted in accordance with this solicitation becomes the property of the State of Idaho and will not be returned.

The bidder shall submit their bid upon the forms furnished by the Department. In the bid schedule, the bidder shall specify a unit price in figures for each pay item for which a quantity is given and show the products of the respective unit prices and quantities written in figures in the column "Amount Bid," and the total amount of the bid obtained by adding the amounts of the several items. In the event of a discrepancy between unit bid prices and extensions, the unit bid price shall govern. All figures shall be written in blue ink or typed. Penciled entries will not be accepted. If entries are in pencil, the bid shall be considered irregular and the bid will be rejected.

The bid shall be signed with blue ink by the individual or agency authorized to sign and submit this bid for the bidder. The bid signature page must include the bidder name and address and the state and address in which the business is domiciled.

### **3. IRREGULAR BID**

Bids will be considered non-responsive and shall be rejected for the following reasons:

1. If the Bid Form(s) are on a form other than that furnished by the State or if the form is altered or any part thereof is detached.

2. If there are unauthorized additions, conditional or alternate bids, omission of addenda, or irregularities of any kind, which tend to make the bid incomplete, indefinite, or ambiguous as to its meaning.
3. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
4. If the Bid Schedule does not contain a unit price for each pay item listed except in the case of alternate pay items.
5. If the Bid Documents are not sealed, when received by the Department.
6. If the Signature Page is not signed in blue ink.
7. If Addendums are not signed and returned with the Bid Documents.

#### **4. DISQUALIFICATION OF BIDDERS**

Any of the following reasons may be considered as being sufficient for the disqualification of a bidder and the rejection of their bid or bids:

1. More than one bid, for the same work from an individual, partnership or corporation under the same name or a different name.
2. Evidence of collusion among bidders. Participants in such collusion will receive no recognition as bidders for any future work of the State until any such participant shall have been reinstated as a qualified bidder.

#### **5. BID GUARANTY (Bid Bond)**

**No bid will be considered unless accompanied by a (5%) guaranty of the character and in an amount not less than the amount indicated on the Bid.**

If a surety bond is used, it shall be submitted on an acceptable form signed by the bidder and their surety company. Power of Attorney for the person who executes the bond on behalf of the surety as Attorney-In-Fact must accompany the bid bond.

#### **6. RETURN OF BID GUARANTY (Bid Bond)**

Bid guaranties, except those of the two lowest responsive bidders, will be returned immediately following the opening and checking of the bids. The retained bid guaranty of the unsuccessful of the two lowest responsive bidders will be returned within 10 days following the award of contract and that of the successful bidder will be returned after satisfactory Surety bonds have been furnished and the contract has been executed.

#### **7. SURETY BOND REQUIREMENTS (Performance/Payment Bonds)**

The lowest responsive bidder shall furnish a performance bond and a payment bond each in the amount of \$20,000 or 12.5% of the total contract amount, whichever is greater. The lowest responsive bidder

may deposit government obligations in lieu of performance and payment bonds under the following conditions:

1. The obligations shall be acceptable to the State Treasurer.
2. The obligations shall be payable to, or fully negotiable by, the Department.
3. The obligation shall be in an amount equal at fair market value to the penal sum of the required surety bonds.
4. The bidder pays the initial and return transfer charges for transmittal of the obligation of the Treasurer's Office.

Within **90 days** after final completion of the contract those obligations deposited, as a performance bond will be returned, less any amount owed to the Department as a result of this contract. Obligations deposited, as the payment bond shall be held for a period of one year from the date of acceptance of the contract for settlement of claims in accordance with Idaho Code, Section 54-1927.

Government obligations shall be deposited with the State Treasurer with instructions to issue a safe keeping receipt to the Department.

## **8. CONSIDERATION OF BID**

After the bids are opened and read, they will be compared on the basis of the summation of the products of the approximate quantities shown in the bid schedule by the unit bid prices. The results of such comparisons will be available <http://itd.idaho.gov> 'Doing Business with ITD', Bid and Contract Information, select 'ITD Goods and Services'. The right is reserved to reject any or all bids, to waive technicalities, to advertise for new bids, or to proceed to do the work otherwise, if, in the judgment of the Department, it is in the best interest of the State.

## **9. BIDDER CHALLENGE TO DEPARTMENT DETERMINATION**

A bidder who did not submit the lowest responsible bid as determined by the Department may within five (5) calendar days of bid opening file a written application to challenge the Department's determination of the lowest responsible bidder and apply to the Department's chief engineer for the appointment of a hearing officer to hold a contest case hearing. The application shall set forth in specific terms the reasons why the Department's decision is thought to be erroneous.

## **10. EXECUTION / AWARD OF THE CONTRACT**

The award of contract, if it is awarded, will be made within **15 calendar days** after the Intent to Award Notice letter has been mailed to the lowest responsive bidder whose bid complies with all requirements prescribed. However, the award may be deferred beyond **15 calendar days** by mutual written agreement between the Department and the lowest responsive bidder.

The contract shall be signed by the lowest responsive responsible bidder and returned **within 15 calendar days** after the bidder has received the contract. If the contract is not executed by the State within **15 calendar days** following receipt from the bidder of the signed contracts, the bidder shall have the right to withdraw their bid without penalty. No contract shall be considered as effective until it has been fully executed by all of the parties thereto.

## **11. FAILURE TO EXECUTE CONTRACT**

Failure to execute the contract within **15 calendar days**, after the contract has been received by the bidder, shall be just cause for the cancellation of the award of contract. Award may then be made to the next lowest responsible bidder or the work may be re-advertised or otherwise, as the Department may decide.

### **III. TERMS AND CONDITIONS**

#### **1. STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION**

The Standard Specifications for Highway Construction (ITD 2004) and any updates are incorporated by reference where applicable to this project. The Idaho Transportation Department's Standard Specifications for Highway Construction manual is available to the Contractor for \$30.00 plus tax. Contact the Idaho Transportation Department at 334-8430 to purchase.

#### **2. CONTRACT ADMINISTRATION**

Unless otherwise modified by this Invitation to Bid, the contract and work for the project shall be administered in accordance with ITD's 2004 Standard Specifications for Highway Construction. The most current version of ITD's Supplemental Specifications to the 2004 Standard Specifications shall also apply

#### **3. CONTRACT AWARD**

Award of contract will be ALL OR NONE based on the grand total of extended unit prices bid.

#### **4. CONTRACT TERM**

The term of this contract consists of a one (1) year period with an option to renew for two (2) additional one (1) year periods upon mutual agreed upon by both the Contractor and Department. The Contractor shall not sublet, sell, transfer, assign or otherwise dispose of the Contract or Contracts or any portion thereof, or of the Contractor's right, title or interest therein.

#### **5. PAYMENT REQUIREMENTS**

The Contractor will be paid in accordance with the bid schedule. Payments otherwise due may be withheld on account of substandard or defective work not remedied.

#### **6. CHANGES**

The Department reserves the right to revise the "Work Locations and Schedule" and to make other changes within the general Scope of Work as may be deemed necessary to best serve the interests of the Department. Changes in compensation, which may result from such revisions, shall be documented by formal Change Order to the contract and approved by the Purchasing Agent.

#### **7. CLAIMS FOR ADJUSTMENT AND DISPUTES**

If the Contractor believes that additional compensation is due them for work or material not clearly covered in the contract, or not ordered as extra work, as defined herein, they shall prosecute their claim in the following manner.

Prior to doing the work on which they believe additional compensation is due them, the Contractor shall notify the District Engineer, in writing of their intent to file a claim. If such notification is not given, then the Contractor shall thereby waive their right to any claim for such additional compensation.

At a minimum, the detailed letter shall include a narration of events, citing of entitlement and a showing of the amount of compensation and/or adjustment of time believed due. Full documentation for all elements in the letter shall be included. The claim will be considered and a determination made. The District Engineer will notify the Contractor in writing of the decision.

The decision will be final and conclusive unless, within thirty (30) days from receipt of the District Engineer's letter, the Contractor submits an appeal in writing to the Purchasing Agent. All pertinent information, references, arguments and data to support the claim shall be included. The Purchasing Agent will review the claim and the Contractor will be notified by mail. This decision will be final and conclusive.

In connection with any appeal proceeding under this subsection, the Contractor will be afforded an opportunity to be heard and offer evidence in support of their claim at any level of review. Pending final decision of a dispute hereunder the Contractor shall proceed diligently with performance of the contract.

## **8. FORCE MAJEURE**

Neither party shall be liable or deemed to be in default for any Force Majeure delay in shipment or performance occasioned by unforeseeable causes beyond the control and without the fault or negligence of the parties, including, but not restricted to, acts of God or the public enemy, fires, floods, epidemics, quarantine, strikes, freight embargoes, or unusually severe weather, provided that in all cases the Contractor shall notify the State promptly in writing of any cause for delay and the State concurs that the delay was beyond the control and without the fault or negligence of the Contractor. The period for the performance shall be extended for a period equivalent to the period of the Force Majeure delay. Matters of the Contractor's finances shall not be a Force Majeure.

## **9. COMPLIANCE**

If a formal and written complaint is registered with the Contractor in respect to unsatisfactory work performance, the Contractor will have 72 hours in which to respond in person to the complaint, to remedy the problem(s). Failure to respond in the prescribed time to the complaint or to remedy the problem may result in termination of the contract as provided in Section 10 Termination.

If the District Engineer is not satisfied with the results and remediation of the complaint, periodic and joint inspections with the Contractor may be required to discuss and point out Contractors violations. Failure of the Contractor to attend these inspections may result in termination of the contract.

## **10. TERMINATION**

Should the Contractor neglect to prosecute the work properly, or fails to perform any provision of the contract, the Department, after seven (7) days from written notice to the Contractor, may without prejudice to any other remedy they may have, make good the deficiencies and may deduct the cost thereof from the payment then or thereafter due to the Contractor or, at its option, may terminate the contract and take possession of all materials, tools, fixtures and furnish the work by such means as the Department sees fit, and if the unpaid balance of the contract price exceeds the expense of finishing the work, such excess shall be paid to the Contractor, but if such expense exceeds such unpaid balance, the Contractor's surety shall pay the difference to the Department.

## **11. INDEMNIFICATION**

The Contractor shall indemnify, save harmless, and defend regardless of outcome, the State from the expenses of and against all suits, actions, claims, or costs, expenses, and attorney fees that may be incurred because of any injuries or damages received or sustained by any person, persons, or property on account of the operations of the Contractor or their subcontractors; or on account of or in consequence of any neglect in safeguarding the work; or through use of unacceptable materials in the work; or because of any act or omission, neglect, or misconduct of the Contractor or their subcontractors; or because of any claims or amounts recovered from any infringements of patent, trademark, or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act or any other law, ordinance, order or decree.

## **12. ILLEGAL ALIENS**

The contractor warrants that any contract resulting from this solicitation is subject to Executive Order 2006-04 ([http://gov.idaho.gov/mediacenter/execorders/eo06/eo\\_2006-40.html](http://gov.idaho.gov/mediacenter/execorders/eo06/eo_2006-40.html)); it does not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States; it takes steps to verify that it does not hire or engage any illegal aliens or persons not authorized to work in the United State; and that any misrepresentation in this regard or any employment of person not authorized to work in the United States constitutes a material breach and shall be cause for termination of its contract.

## **13. INSURANCE**

The Contractor shall carry such public liability and property damage insurance that will protect them and the State of Idaho from claims for damages for bodily injury, including accidental death, as well as for claims for property damages, which may arise from operations under the contract whether such operations be by themselves or by anyone directly or indirectly employed by either of them.

The Contractor shall not commence work under the contract until he obtains all insurance required under this provision and furnishes a certificate or other form showing proof of current coverage to the State. All insurance policies and certificates must be signed copies. After work commences, the Contractor will keep in force all required insurance until the contract is terminated.

The following is a brief explanation of the required insurance coverage's.

1. Worker's Compensation. The CONTRACTOR and all employers providing work, labor or materials under this contract, are subject employers under the Idaho Worker's Compensation Law, and shall comply with Idaho Statutes regarding Worker's Compensation.

For the duration of this Contract, and until all work specified herein is complete, the CONTRACTOR and all employers providing work, labor or materials under this contract, shall provide Idaho Worker's Compensation coverage that satisfies Idaho law for all their subject workers.

The CONTRACTOR must provide either a Certificate of Idaho Workers' Compensation Insurance issued by a surety licensed to write Idaho Workers' Compensation Insurance in the State of Idaho, as evidence that the CONTRACTOR has in effect a current Idaho Workers' Compensation Insurance policy, or an

extraterritorial certificate approved by the Idaho Industrial Commission from a State that has a current reciprocity agreement with the Industrial Commission.

2. Employer's Liability. This coverage is written in conjunction with Worker's Compensation and provides insurance for the employer's liability to its employees in circumstances where the injury is not covered by the Worker's Compensation law and the employer may be subject to common law liability. Employer's liability insurance shall be a minimum amount of \$100,000 per occurrence.
3. Liability Insurance. For the duration of the Contract and until all work specified in the Contract is completed, the CONTRACTOR shall have and maintain, at CONTRACTOR'S expense, the liability insurance set forth below and shall comply with all limits, terms and conditions of such insurance. Work under this Contract shall not commence until evidence of all required insurance is provided to the Department. Evidence of insurance shall consist of a completed certificate of insurance signed by the insurance agent for the CONTRACTOR and made a part of this Contract.
4. Commercial General Liability Insurance. The CONTRACTOR shall have and maintain Commercial General Liability (CGL) Insurance covering bodily injury and property damage. This insurance shall include personal injury liability coverage; blanket contractual liability coverage for the indemnity provided under this Contract and products/completed operations liability. The combined single limit per occurrence shall not be less than \$1,000,000 or the equivalent. Each annual aggregate limit shall not be less than \$1,000,000, when applicable, and will be endorsed to apply separately to each job site or location.
5. Automobile Liability Insurance. The Contractor shall obtain, at the Contractor's expense, and keep in effect during the entire term of the contract, Automobile Liability Insurance covering owned, non-owned and hired vehicles. This coverage may be written in combination with Commercial General Liability Insurance. Combined single limit per occurrence shall not be less than \$1,000,000.

**Additional Requirements:**

State of Idaho as Additional Insured: The liability insurance coverage required for performance of the Contract shall include the State of Idaho, the Idaho Transportation Department and its division, officers and employees as additional insured, but only with respect to the CONTRACTOR'S activities to be performed under this Contract.

Notice of Cancellation or Change: The CONTRACTOR shall ensure that all policies of insurance are endorsed to read that there shall be no cancellation, material change, potential exhaustion of aggregate limits or intent not to renew insurance coverage(s) without sixty (60) days prior written notice from the CONTRACTOR or its insurer to the Idaho Transportation Department. CONTRACTOR shall further ensure that all policies of insurance are endorsed to read that any failure to comply with the reporting provisions of this insurance, except for the potential exhaustion of aggregate limits, shall not affect the coverage(s) provided to the State of Idaho, Transportation Department and its divisions, officers and employees.



## PLEASE FAX BACK

**Requisition #** K-029300  
**Project:** ITD Headquarters  
Carpet Cleaning Service

To help us better assist you fax to:  
**208 332-4109**

To: Idaho Transportation Department  
Purchasing Section  
PO Box 7129  
Boise, Idaho 83707-1129

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**BID CLOSING ON:** December 9, 2008 @ 5:00 P.M.  
**A.M.**

**BID OPENS ON:** December 10, 2008 @ 11:00

### INTENTION TO RESPOND

Please check all that apply

\_\_\_\_\_ Company intends to prepare and submit a proposal to the requisition listed above.

\_\_\_\_\_ Company does not plan to respond.

Other Message / Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Name: \_\_\_\_\_

Individual / Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

(Please Print)

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

## BID SCHEDULE

TO: State of Idaho  
Idaho Transportation Department

Requisition Number: K-029300

**Contractor/Business Name:** \_\_\_\_\_

The Bidder in compliance with your invitation for bid for **Carpet Cleaning Service** at the Idaho Transportation Headquarters Complex (ITD) and Associate buildings, located at 3311 West State Street, Boise, Id as projects are assigned, and further agrees, to examine the proposed work site and become familiar with all of the conditions surrounding the proposed work site, to provide the service in accordance with the Contract Service Agreement Documents, within the time set forth therein, and at the prices stated. Pricing shall cover all expenses incurred in performing the work required.

Bidder hereby agrees to commence work under this contract upon receipt of a written "Notice to Proceed" of the Owner and to expeditiously complete the work. This contract will be in effect for a period of one (1) year [from commencement] with the option to renew for two (2) additional one (1) year periods upon mutual agreement between Contractor and Department.

**BID SCHEDULE:** All figures shall be written in blue ink or typed. *Penciled entries will not be accepted; bids will be considered irregular and rejected.*

### **HOURLY RATES – SQUARE FOOTAGE RATES FOR CLEANING**

Regular work hours Monday through Friday evenings after 6:00 PM

- Deep Cleaning/Hot Water Extraction Schedule Rate (4 step process)

\$ \_\_\_\_\_ per square foot x 120,000 square feet \* = A \$ \_\_\_\_\_

- Low Moisture Carpet Cleaning Schedule Rate

\$ \_\_\_\_\_ per square foot x 120,000 square feet\* = B \$ \_\_\_\_\_

- Monthly Hot Extraction (Entrance and Exit Areas)

\$ \_\_\_\_\_ per square foot x 30,000 square feet\* = C \$ \_\_\_\_\_

- Upholstered Two Pad Office Chair Cleaning

\$ \_\_\_\_\_ per Chair x 50 Chairs\*\* = D \$ \_\_\_\_\_

- Upholstered Two Pad Office Chair with Padded Armrest Cleaning

\$ \_\_\_\_\_ per Chair x 50 Chairs\*\* = E \$ \_\_\_\_\_

**TOTAL AMOUNT (A+B+C+D+E)** = \$ \_\_\_\_\_

**MATERIAL / EQUIPMENT COST:**

Material and equipment cost shall be considered as an incidental item to the square footage cost of carpet cleaning.

\* The annual square footage cost factors are for bid evaluation only. The actual work performed in a one (1) year period may vary.

\*\* The annual amount of chair cleaning cost factors are for bid evaluation only. The actual work performed in a one (1) year period will vary. ITD will have a minimum of ten (10) chairs cleaned at one time.

The square footage of carpet cleaning per month, excluding the monthly hot water extraction cleaning of the entrances and exit areas, will vary each month. The scheduling of carpet cleaning to be set monthly by ITD (Department) and the Contractor; with the understanding that additional areas can be added to the initial work schedule, according to the immediate need.

**AWARD TO BE “ALL OR NONE”**

**BID SCHEDULE PAGES MUST BE RETURNED WITH YOUR BID**

**SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

**IDAHO TRANSPORTATION DEPARTMENT**  
**SIGNATURE PAGE**

November 19, 2008

Idaho Transportation Department  
Business and Support Management Purchasing Unit  
3311 West State Street  
Boise, Idaho 83703

**REQUISITION #: K-029300**

**TITLE: Carpet Cleaning Services**  
**ITD Headquarters (Boise) Complex and Associated Buildings**

This ITB response is submitted in accordance with all documents and provisions of the specified Bid Number and Title detailed above. By my signature below I accept the terms and conditions as incorporated into this solicitation. As the undersigned, I certify I am authorized to sign and submit this response for the Bidder or Offeror.

FEDERAL IDENTIFICATION # \_\_\_\_\_

Company Name: \_\_\_\_\_

State of Domicile: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

If not domiciled in the State of Idaho, please provide an address where business is conducted in the State of Idaho:

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Bidder Signature/Authorized Signature:** \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

BY SIGNING, BIDDER ACKNOWLEDGES ITS RESPONSIBILITY FOR ANY ADDENDA THAT HAVE BEEN ISSUED FOR THIS SOLICITATION AND WILL COMPLY WITH ALL THE TERMS, CONDITIONS, AND SPECIFICATIONS OF THIS SOLICITATION.

**THIS PAGE MUST BE SIGNED, WITH AN ORIGINAL SIGNATURE, AND RETURNED WITH YOUR BID DOCUMENTS!**

ITD Headquarters Carpet Cleaning Services

**BIDDERS RESPONSIBILITY PAGE**  
**REQUISITION # K-029300**

**Carpet Cleaning Services**  
**ITD Headquarters (Boise) Complex and Associated Buildings**

In order for your bid to be considered, the following must be included with your bid and original signatures must be in BLUE INK.

- 1) Affidavit of Alcohol and Drug Free Workplace Program
- 2) **“Signature Page”**
  - Page signed with **BLUE** ink and an original signature
- 3) **Bid Schedule** must be completed and signed with **BLUE** ink an original signature
- 4) **All Addenda** Must be Signed and returned with your Bid Documents.  
It is the Bidder’s responsibility to verify if an addendum was issued.
- 5) **ALL BIDS** must be submitted in a sealed envelope with the Requisition Number, Bid Open Date, and Project Name clearly marked on the outside of the envelope.
- 6) **NO BID ADJUSTMENTS WILL BE ACCEPTED:** Any changes made to a bid must be submitted as a separate bid and all rules remain in effect. ALL REQUIRED paperwork must be re-submitted.

## POTENTIAL BIDDERS LIST

### **Carpet Cleaning Services ITD Headquarters (Boise) Complex and Associated Buildings**

CONTRACT FLOORS INC. 5430 W STATE STREET BOISE ID 83703 208.853.2225	SELWAY SERVICES 4951 BRADLEY STE A BOISE, ID 83714 208.685.0640	STANLEY STEEMER CARPET & UPHOLSTERY CLEANER 750 E USTICK RD MERIDIAN, ID 83642 208.884.4846
WESTERN BUILDING MTCE 3275 BROWN BOISE ID 83707 208.345.2951	H & H CLEANING SERV 216 W 39 <sup>TH</sup> BOISE ID 83714	ABM JANITORIAL SERVICES 10221 W EMERALD BOISE ID 83704 208.377.8181
HIGHER STANDARDS WINDOW CLEANING PO BOX 44754 BOISE IDAHO 83711 208.322.0511		